**Below, you'll find a "justification letter" template — a letter to your supervisor explaining all the benefits you'll get from attending the *Impact of Project Management in Healthcare Product Development,* how they will make you a better employee and help advance your organization.**

**This general template will get you started while allowing you to customize it to you and your organization's particular needs.**

**<Date>**

Dear <**Supervisor’s name>,**

I would like to attend the *Impact of Project Management in Healthcare Product Development*, November 15-18, this is a virtual event.

This meeting brings together a global community of professionals at all levels, all with a common goal of providing an in-depth contemplation of topics specific to healthcare product development and project management needs. The *Impact of Project Management in Healthcare Product Development* provides the greatest opportunity to meet with people from around the world, share views and knowledge, network, and build new relationships.

Numerous attendees, including industry professionals, clinicians, patient representatives, and regulatory agency representatives from around the globe, will attend and present at this event. In addition, I will have access to Project managers working in all stages of the healthcare product lifecycle will share their perspectives on managing projects during a pandemic and utilizing lessons learned for resource planning, opportunity costs, and trade-offs.

While attending this meeting, I will be able to participate in several global, interdisciplinary, cross-functional educational offerings with real world applications. I will also have the unique ability to network with a variety of top experts in the project and portfolio knowledge sharing related to healthcare research and development field.

**<select interest areas applicable to you>**

* Biotechnology
* Clinical Data Management
* CMC
* CMC/GMP
* Clinical Safety/Pharmacovigilance
* Clinical Research
* Medical Devices and Diagnostics
* Manufacturing
* Nonclinical
* Outsourcing
* Professional Education, Training & Development
* Project Management
* Quality Assurance, Control
* Regulatory Affairs
* Research and Development
* Strategic Planning

I am seeking your support in attending this meeting. The registration fees, travel expenses, and per diem are estimated below.

Registration Fee: **<$XXX> see below**

**Registration Fees**

|  |  |  |
| --- | --- | --- |
| **Early Bird Rates Through September 23** | **Member** | **Nonmember** |
| Academic/Charitable/Non-Profit (Full Time) | $XXX | $XXX |
| Government (Full Time) | $XXX | $XXX |
| Industry | $XXX | $XXX |
| **Advance Rates After September 23** | | |
| Academic/Charitable/Non-Profit (Full Time) | $XXX | $XXX |
| Government (Full Time) | $XXX | $XXX |
| Industry | $XXX | $XXX |
| **Standard Rates Beginning October 29** | | |
| Academic/Charitable/Non-Profit (Full Time) | $XXX | $XXX |
| Government (Full Time) | $XXX | $XXX |
| Industry | $XXX | $XXX |

Student Rate: $400  
Patient/Patient Advocate Rate: $400

Thank you for taking the time to review this proposal. By attending the *The Impact of Project Management in Healthcare Product Development*, having the opportunity to develop my skills, gain knowledge, and establish key contacts will be a valuable investment for my profession, colleagues, and **<insert name of your organization here>.**

Sincerely,